



## HALLANDALE BEACH COMMUNITY REDEVELOPMENT AGENCY COMMERCIAL KITCHEN GRANT PROGRAM

### About the Program

The Hallandale Beach Community Redevelopment Agency (HBCRA) Commercial Kitchen Grant (CKG) is an incentive program to encourage restaurant development within the Fashion, Art and Design District (FADD), and along Foster Road. The HBCRA desires to improve the operating efficiency of existing restaurants in the CRA and attract new restaurants to the CRA, with an emphasis on creating a dining destination within the City. Funding priorities for the CKG will apply specifically to the following types of businesses:

- Microbreweries/ Wine Bars
- Specialty Coffee shops
- Trendy urban restaurants (including health food)
- Specialty Donut shops
- Family oriented restaurants

### Eligible Area:

The CKG will apply specifically to the following Priority Areas: Foster Road from NW 11<sup>th</sup> Avenue to South Dixie Hwy, FADD from and NE 1st Avenue from Hallandale Beach Blvd to NE 5th Street.

At the sole **discretion** of the CRA, incentives for commercial kitchens & commissaries may be available along the following priority corridors:

1. Pembroke Rd, from I-95 to one block East of US-1
2. US-1 from Pembroke Rd, to South East 3<sup>rd</sup> Street
3. South Dixie Hwy from Pembroke Rd, to SW 11<sup>th</sup> Street
4. Hallandale Beach Blvd from I-95 to NE 14<sup>th</sup> Avenue
5. Foster Rd from NW 11<sup>th</sup> Avenue to South Dixie Hwy

6. NE 1<sup>st</sup> Avenue from Hallandale Beach Blvd to NE 5<sup>th</sup> Street \*\*

**Eligible Properties:**

Existing and new properties with retail/commercial food preparation uses within the CRA as permitted by applicable land use codes or approved conditional uses, with a particular emphasis on retail restaurants

**Special Conditions:** Commercial kitchen design and equipment are unique to the restaurant/food preparation operation they serve. Applicants to CKG program are required to provide a detailed description of their planned operation and menu. Where possible applicant must utilize locally grown food from the Hallandale Beach Community Garden.

**Eligible Project Costs:** Generally, all costs specific to commercial kitchen improvements and permanently attached commercial-grade kitchen equipment/systems are eligible for consideration (Project). The proposed Project must comply with the Plan, urban design guidelines, applicable land use regulations, and current code requirements, subject to review/approval by the City of Hallandale Beach Planning Division, Code Compliance Division, and CRA staff. The kitchen design/engineering, construction materials, and equipment/systems must comply with applicable industry standards, such as: Dairy and Food Industries Supply Association, Inc. (3-A), United States Department of Agriculture (USDA), Food and Drug Administration (FDA), American Welding Society (AWS), Occupational Safety and Health Association (OSHA), American Society of Testing Materials (ASTM), American National Standards Institute (ANSI), Current Good Manufacturing Practices (CGMPs), and National Electrical Manufacturer's Association (NEMA). The kitchen and its equipment will comply with all local health and safety requirements that apply to food produced for sale. Eligible project costs may include:

- Architectural/engineering fees, permits, application fees, and direct costs associated with satisfying the Program application;
- Removal of deteriorated or undesirable interior alterations;
- Construction, reconstruction, and expansion of the kitchen area - walls, ceilings, framing, drywall, insulation, molding, flooring;
- Repair, replacement, or installation of built-in systems:
  - Hoods and ventilation systems;
  - Fire suppression systems;
  - Plumbing systems/fixtures;
  - Gas lines/fixtures;
  - Electrical systems/fixtures;
  - Grease traps;
  - Walk-in/reach-in refrigerator space;
  - Walk-in/reach-in freezer space;

- Acquisition/installation of commercial-grade kitchen equipment:
  - Cook tops - range, griddle, grill, stock pot stove, steamer;
  - Ovens – baking, convection, rotisserie, broiler;
  - Floor-mounted gas deep fryer;
  - Floor-mounted mixer;
  - Ice machine;
- Acquisition/installation of commercial-grade prep tables, surfaces, storage space:
  - Stainless steel worktables/shelves;
  - Baker’s table;
  - Dry storage cases;
- Acquisition/installation of commercial-grade maintenance/sanitization equipment:
  - Dishwasher/dish sanitizer
  - Garbage disposal;
  - Stainless steel sinks – food washing/prep, hand washing, mop;
- Rent during construction (if applicable); and
- Ancillary improvements to the primary Project, such as structural stabilization and other interior improvements recommended and approved by CRA staff on a case by case basis. Elimination of any known code violations is a required component of the Project. Projects are encouraged to incorporate sustainable designs, specify building materials with green product certification, and strive to maximize the energy efficiency of the kitchen operation.

Basis/Limits of Benefits: Within the Priority Areas, a CKG award will provide a grant for up to 90% of the eligible costs not to exceed \$125,000. The Agency, at its sole discretion, may consider increasing the funding limits on a case by case basis

### **Funding Guidelines**

- a. Maximum Award Amount - The HBCRA is making available to commercial and/or mixed-use properties within the CRA Priority Area matching grants for improvements up to a maximum grant award as follows:

Priority Area	Matching Amount	Maximum Award
	HBCRA/ Applicant	Dollar Value
NE 1 <sup>st</sup> Ave from Hallandale Beach Blvd to NE 5 <sup>th</sup> Street (FADD).	80/20	\$125,000
Foster Rd from NW 11th Avenue to South Dixie Hwy	80/20	\$125,000

**Basis/Limits of Benefits:** Within the Priority Areas, a CKG award will provide a grant for up to 90% of the eligible costs not to exceed \$125,000. The Agency, at its sole discretion, may consider increasing the funding limits on a case by case basis

Applicant: The property owner (Owner) and the tenant (restaurant/food preparation operator) must be joint applicants. A CKG award will have ongoing obligations/covenants, which will be protected by a lien on the applicant's property.

### Step 1: Application Process

- a. Schedule an appointment with HBCRA Staff to discuss potential project and make sure it meets Program intent. Please call (954)457-2228.
- b. Submit a completed application with a check for \$250.00 made payable to the City of Hallandale Beach Community Redevelopment Agency for review. Incomplete applications will not be considered for funding until a complete application, and all supporting documents are received by the HBCRA. Applications must be signed by the owner of the property of record; tenants and/or other occupants are ineligible to participate in the Program and are prohibited from filing an application on behalf of an owner, unless otherwise authorized, in writing, by the property owner.
- c. HBCRA will complete the application review within 30 days of receipt and notify Applicants of any missing information or deficiencies in terms of eligibility for the Program.
- d. Upon determination of completeness and eligibility, CRA Staff will place the Application on the next available CRA Board agenda for consideration. The CRA Board meets monthly on the 3<sup>rd</sup> Monday of the month in City Commission Chambers.
- e. Applicants not approved may apply again with modifications. A fully executed and accepted Program Grant Agreement between the HBCRA and the Applicant, together with Memorandum of Grant Agreement shall be executed within 30 days of HBCRA Board approval and shall serve as a Notice to Proceed.

- f. The project must be completed within six months of Program Agreement execution.
- g. Should project delays arise, it is at the discretion of the CRA Executive Director to grant no more than one six-month extension to the Agreement prior to its expiration. Extensions will not be considered once the Agreement has expired.
- h. Application to this grant program is not a guarantee of funding. Funding is at the sole discretion of the HBCRA Board.
- i. Applicants must submit an original, "hard copy" and electronic copy application with all back-up materials to the HBCRA for review and subsequent approval by the HBCRA Board. Applications will be considered on a first-come, first-serve basis.
- j. The HBCRA recommends that Applicants attend the HBCRA Board meeting during which the Board will consider their application in order to answer any questions the CRA Board may have regarding their applications. HBCRA staff will notify the Applicant of the Board approval or denial in writing.

#### **Step 2: Construction/Payment & Site Visits by the HBCRA:**

- a. The CKG agreement is between the HBCRA and the Applicant. The HBCRA will not make payments directly to the contractor.
- b. The HBCRA will disburse funds once the Applicants have paid their match. Aside from any initial deposits, CRA will disburse funds at 10 % of project completion and 100% of project completion.
- c. Applicants must provide a release from your contractor in consideration of final payment.
- d. An HBCRA staff member will visit the property and take photographs of the completed project. Once the project has been inspected and approved by the City of Hallandale Beach and/or the HBCRA, a check will be issued in the Applicants name.
- e. HBCRA Staff may conduct unannounced site visits before, during, and after the project in order to determine and ensure compliance with the terms of the grant agreement.

#### **PLEASE READ THE FOLLOWING PRIOR TO APPLICATION SUBMITTAL**

- The application must include **all** of the following items: Photographs of the current condition of site and structures; architectural renderings of proposed façade improvements in color; a detailed outline of all proposed improvements with a cost estimate, and; a Flash drive or other electronic device containing copies of all required documents. If any components of the project pertain to paving, fencing, landscaping, etc., a survey showing the location of work shall also be required.
- Owners of properties that are for sale may not apply for grant funding. Properties sold within twenty-four months of receiving grant funding **must repay**

**the full grant amount.**

- After approval by the HBCRA Board, the CRA will provide the Applicant with an approved Grant Agreement and Memorandum of Grant Agreement for signature. The property owner shall not begin construction (Grants cannot be applied retroactively for work previously completed) until the Grant Agreement and Memorandum of Grant Agreement signed by all parties and has been recorded in Broward County public records. Improvements completed prior to approval by the HBCRA Board, will not be eligible for reimbursement.
- If deemed necessary, the HBCRA reserves the right to have the application and its contents evaluated and analyzed by an outside third party including but not limited to; the proposed business plan, partnership/ownership information with equity positions, mortgage on the property, lease agreements, letter of Intent from lending institution and any other documents provided by the Applicant.
- If your site plan or application request includes landscaping, the landscaping must consist of species, and varieties of native plants that are drought tolerant require little irrigation and withstand the environmental conditions of Hallandale Beach. Irrigation systems must prevent over spray and water waste, and it is recommended a drip irrigation system be installed.
- Property to be improved must not have any delinquent ad valorem taxes, be free of all municipal and county liens, judgments and encumbrances of any kind. This provision can be waived by the HBCRA Board if development plans for the property meet the goals and objectives as set forth by the HBCRA. Upon grant approval, the property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.

**SUBMISSION OF AN APPLICATION IS NOT A GUARANTEE OF FUNDING**

It is the responsibility of the Applicant to READ AND UNDERSTAND all aspects of the Grant Program`s Rules/Requirements and Application. NOTICE TO THIRD PARTIES: the grant application program does not create any rights for any parties, including parties that performed work on the project. Nor shall issuance of a grant result in any obligation on the part of the HBCRA to any third party. The HBCRA is not required to verify that entities that have contracted with the Applicant have been paid in full, or that such entities have been paid any subcontractors in full. Applicant`s warranty that all bills related to the Project for which is the Applicant is directly responsible is sufficient assurance for the HBCRA to award grant funding.

I have read completely and understand the program requirements, including the application guidelines and grant reimbursement process.

\_\_\_\_\_  
Signature

Date\_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title

**HALLANDALE BEACH COMMUNITY REDEVELOPMENT AGENCY**

**Initials** \_\_\_\_\_

# COMMERCIAL KITCHEN GRANT IMPROVEMENT PROGRAM APPLICATION

Date of Application \_\_\_\_\_

1. Property Address:

\_\_\_\_\_

2. Name of Applicant:

\_\_\_\_\_

3. Address of Applicant:

\_\_\_\_\_

Phone :(     )

Fax: (     )

Email:

\_\_\_\_\_

4. Does the Applicant own property?    \_\_\_\_\_ Yes    \_\_\_\_\_ No

5. Indicate the owning entity of the property (i.e. name on property title)

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6. Project Description:

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7. Total Project Cost\_\_\_\_\_

Total Funding Request\_\_\_\_\_

Authorized Representative (Property Owner or Agent):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Initials



**Print Name and Title**

*\*If application is signed by authorized agent, please provide proof through notarized letter, articles of incorporation or some other form acceptable to HBCRA legal counsel.*

## COMMERCIAL KITCHEN GRANT PROGRAM IMPROVEMENT GRANT PROGRAM CHECKLIST

- One (1) hard copy and one (1) electronic copy of the completed application with a check for \$250.00 made payable to the City of Hallandale Beach CRA.
- Photographs of the current condition of site and structures.
- Architectural renderings of proposed improvements in color and or list of equipment that needs to be utilized for business.
- A detailed outline of all proposed improvements with three (3) quotes from a licensed contractor.
  
- Applicant acknowledges that the property to be improved does not have any delinquent ad valorem taxes and is free of all municipal and county liens, judgments and encumbrances of any kind.
- Applicant acknowledges that properties that are sold within twenty-four months of receiving grant funding must repay the full amount of the grant and that a **lien** shall be recorded by the CRA against the property in order to secure the right of repayment.
- A canceled check of payment to contractor/GC (your 30%). The CRA must receive proof of payment of your 30% via a canceled check within fifteen (15) days of project start (prior to first payment from the grant)□
- Both the CRA Commercial Interior Renovation Improvement Grant Program Application and Program Agreement have been signed.
- Preliminary schedule for completion of improvements
- Copy Authorized Agent letter (or other documentation) if Applicant is not the owner
- Copy of Business Tax Receipt
- Completed W-9 Form for payee
- Copy of license and liability insurance form chosen contractor.
- Copy of property insurance for business or building.
- Signed copy of standard agreements